



# STATE OF CONNECTICUT

## DEPARTMENT OF AGRICULTURE



### 2006 Food Export & International Trade Internship Program

The Connecticut Department of Agriculture will oversee the work of a paid, contracted intern with Food Export USA – Northeast. The student intern will be expected to assist the Department with increasing the number of companies involved in Food Export USA – Northeast activities.

#### **Goal**

To assist the state with increasing the FEUSA standard performance measures for Connecticut.

#### **Objectives**

- Update and maintain the database of Connecticut companies involved in or interested in exporting food and select agriculture products.
- Assist in increasing export sales.
- Contact new buyers and distributorships.
- Promote and recruit companies for specific activities sponsored by Food Export USA – Northeast.
- Organize and attend one-on-one discussions with companies about exporting opportunities and available assistance
- Evaluate companies previous experience with Food Export USA – Northeast.
- To increase company involvement in generic and branded program activities.
- Obtain a general idea of the Department of Agriculture's purpose and mission.
- Acquire a practical knowledge of Connecticut agriculture through the Department
- Enable interns to acquire personal experience and networking within the agricultural industry through everyday work.
- To develop skills and techniques directly applicable to their (future) careers.

#### **Requirements**

- Enrolled at a college/university and in the third or fourth year.
- Have a focus in the area of international relations, food marketing, and/or agri-marketing in addition to basic office skills and the ability to communicate effectively on the phone and in person.
- Work within the guidelines provided by Food Export USA – Northeast, the Connecticut Department of Agriculture and their college/university.
- Be a US citizen or have a visa that permits the individual to work within the United States.
- Provide a resume with contact information.

### **Expectations**

- Capable of working in a variety of office settings.
- Good organizational skills, developed experience utilizing MS Office, the ability to prioritize work, telephone courtesy, strong written and verbal communication skills.
- Participate in a series of telephone conference calls and/or Internet training sessions.
- Submit monthly activity/progress reports to the Connecticut Department of Agriculture.
- The intern will work a particular number of hours to be agreed upon between the intern and the intern's supervisor.
- The intern will be required to uphold the weekly requirements throughout the duration of the internship.
- A daily/weekly log of duties and activities will be kept. Suggested items to make note of could include thoughts of daily activities, impressions, contacts that have been made, synopsis of meetings with supervisors etc.
- The intern should remember that he/she is entering a profession with high standards of personal conduct and appearance as well as definitive legal standards. While on-site, the student must follow all locally accepted rules applying to language, dress, and deportment, including relevant school rules, system rules, state laws, and federal laws. It is the responsibility of the student to discover the rules and laws that govern the primary school site.

### **Completion of Internship**

- An evaluation will be completed by the Department of Agriculture and provided to the college/university if requested.
- A letter of recommendation can be provided if asked.



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2006 International Food Export Internship Program  
Application

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Current Address \_\_\_\_\_

Town, State, Zip \_\_\_\_\_

Permanent Address \_\_\_\_\_

Town, State, Zip \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Contact Number 2 \_\_\_\_\_

E-Mail \_\_\_\_\_

Requested Rate/Hour \$ \_\_\_\_\_

Enrolled College/University \_\_\_\_\_

Major \_\_\_\_\_

Current Semester \_\_\_\_\_

Advisor Name & E-Mail \_\_\_\_\_

Please provide three references from your previous experience which relates to this internship:

Reference 1

Name:

Contact Number:

E-Mail:

Relationship:

Reference 2

Name:

Contact Number:

E-Mail:

Relationship:

Reference 3

Name:

Contact Number:

E-Mail:

Relationship:

A copy of your resume along with the application must be postmarked by August 21, 2006 and mailed to:

CT Department of Agriculture  
Marketing Bureau  
Attn: Jaime Lizee  
165 Capitol Ave  
Hartford, CT 06106

\*Candidates will be contact prior to September 6<sup>th</sup> of their acceptance.

165 Capitol Avenue, Hartford, CT 06106  
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